

# SAN JOAQUIN COUNTY CHILDREN AND FAMILIES COMMISSION

## MEETING SUMMARY

*Public Health Auditorium  
1601 East Hazelton Avenue  
Stockton, CA 95202*

*Wednesday December 6, 2000 – 7:00 a.m.*

*(approved January 11, 2001)*

1. 1. Meeting was called to order by Chair Mitchell at 7:09 a.m. All Commission members were in attendance except Commissioner Flenoy-Kelley (excused).
2. 2. Approval of Minutes for November 6, 2000.

Dr. Fujii noted that Dr. Adubofour had contacted him before the last meeting and therefore the minutes should reflect that Dr. Adubofour's absence was an "excused absence".

*Motion: Approve meeting summary for November 6, 2000 as amended. (Gutierrez/de Polo -- Motion passed 7-0).*

3. 3. Reschedule regular meeting dates and set times for 2001.

The Program Coordinator reported the results of the survey responded to by seven of the eight Commissioner's for selection of a regular monthly meeting day and times. Of all possible times for meeting (A.M, P.M, Monday through Fridays) only the morning of the second Thursday of the month was open for all of those who responded.

*Motion: Schedule the second Thursday of each month at 7:00 a.m. at the Public Health Auditorium for the regular monthly Commission Meeting. (Gutierrez/Adubofour --Motion passed 7-0).*

The Program Coordinator stated the need to schedule two additional meetings:

- a. A special meeting during the week of January 22--26, 2001 of approx. three hours to review the Round 1 RFP's.
- b. A date and time for the February 2001 regular meeting since the second Thursday of that month has competing conflicts.

Following prolonged discussion from which no conclusive schedule could be achieved, it was determined that at the direction of the Chair, staff would survey Commissioners to arrive at dates and times for the above meetings.

#### 4. Program Coordinators Report

The Program Coordinator (PC) displayed for Commissioners a sample of the "Kit for New Parents", assembled by the State Children and Families Commission, which is to be distributed to all new parents throughout the State (8,000--9,000 per year in San Joaquin County alone). The kit includes items of instructional and educational value including five videos on

a variety of topics as well as pamphlets and children's books. Several boxes of the kits have been delivered to the PC's office and are available now to Commissioners or others who might wish to review the materials. The State Commission has not yet determined the precise method of distribution, i.e. through local Commissions, through hospitals, etc. The kits are available in both English and Spanish.

The Coordinator informed the Commission that National Public Radio recently broadcast a five part series on Child Care, and stated that an effort will be made to secure a tape of those broadcasts to share with Commissioners.

With regard to information on Capital Improvement funding, the PC announced that a teleconference is scheduled for December 8, 2000 with the Deputy Director of the State Commission. It is hoped there will be useful information forthcoming from that teleconference as to when funding will start.

These comments by the Program Coordinator were in conjunction with a two-page report distributed to Commissioners. From this report, Commissioner Adubofour noted with approval the comments regarding the "Integrated Systems" meetings that have begun taking place. He asked if this Commission could receive reports or updates of these meetings and was assured that would be done.

#### 5. Discussion of Request for Proposal (RFP) Process

Paul Harder, Harder + Co., gave an overview of recent activities during this first round of funding: approvals of Letters of Intent, training for applicants, meetings of staff with applicants to assist in refining and improving their proposals in terms of technical content, budgeting and evaluations. He concluded with comments regarding the workshop for the review panels to take place the following week, which would involve training on the guidelines and scoring.

There followed a long and detailed discussion of the scoring process with particular emphasis on fairness, reliability and accountability. Issues regarding openness to public scrutiny, justification of scoring, protections against arbitrary decisions, and the role of the Commission as ultimate decision makers were analyzed and debated. The question arose as to whether individual review panelists could be called before the Commission to justify their ratings. It was pointed out by the Program Coordinator and Mr. Harder that was not part of the arrangement with the panelists. A question arose as to whether the individual panelists scoring sheets become public documents. It was pointed out that the individual panelists scoring sheets and comments are not public documents; however composite scores will be public information, as will the composite comments. In conclusion it was emphasized that all final decisions regarding ratings and rankings will be made by the Commission.

*Motion (as amended): That a member from each individual panel should be available to respond to Commission questions upon the Commission's request. (Gutierrez/Adubofour--Commissioners Mitchell, Fujii, de Polo and Snider voted NO, Commissioners Vera, Adubofour and Gutierrez voted YES--Motion failed 4-3)*

Program Coordinator Schiff-Ross explained the Conflict of Interest pre-screening of panelists, and along with Assistant County Counsel Michael McGrew responded to questions regarding the Conflict of Interest Checklist, which was specifically designed for the review panelists and distributed earlier to the Commissioners.

Chair Mitchell indicated that further discussion regarding the Review Process would be agendaized for the next meeting.

#### 6. Review and approve Request for Proposal (RFP) Round 2 Funding.

Paul Harder pointed out some of the changes made in the second round RFP's as compared to the first round, e.g. shorter in length, Executive Summary required, modified point allocations, mandatory appendix to include resumes and letters of support. Subsequent discussion led to suggestions for further changes to point allocations.

*Motion: That "Description of Services" is changed from 25 points to 30 points and "One to Three Year Budget" be reduced from 15 points to 10. (Snider/ Gutierrez--Motion passed 7-0)*

(note: Commissioner Fujii departed at 8:30 a.m.)

Discussion took place regarding the issue of integration of services, and, without resolution, the Chair directed that the topic of integration of services be agendaized for the regular Commission meeting on January 11, 2001. Mr. Harder indicated that he would work with the Program Coordinator to come forward with some recommendations for the Jan.11 meeting. Commissioner Adubofour recommended that the members of the Systems Advisory Group be invited to attend.

*Motion: Approve the RFP document as amended with regard to the point distribution. (Adubofour /Gutierrez -- Motion passed 6-0)*

7. Recommend to Board of Supervisors modification of Harder + Co. contract to provide evaluation of contract services against the Strategic Plan.

Paul Harder described his Company's proposal to implement the evaluation design and to make the resultant information available to the Commission regarding the quantity and quality of services being provided. He provided a handout covering the scope of work, which included creating data collection tools, integration of services efforts, preparation and submission of quarterly and annual reports, and assistance in the continuing Strategic planning process. Lastly, he introduced his newly hired staff member, research associate Barbara Hill.

*Motion: Approve the recommendation (Gutierrez / Snider--Motion passed 6-0)*

(note: Commissioner Gutierrez departed at 9:00 a.m.)

8. Approve the allocation process for CARES

At the last meeting the Commission was asked to consider taking 1 million dollars of the 2.1 million proposed for the Round 2 Child Care Initiative and to use that money to secure 25% matching funds from the State Commission for retention incentives for Child Care Providers.

The Program Coordinator stated that due to some reluctance to deplete the Round 2 Child Care allocation, it was being recommended that the 1 million be taken instead from the Commission's Trust Fund.

Mary Bava, Family Resource and Referral Center, addressed the Commission on this issue. She stated that CARES stands for Compensation and Retention Encourages Stability, and that one of the major issues in Child Care is the low compensation and the high turnover rate. Ms. Bava described the efforts of the Local Child Care Planning Council to address this issue and pointed to the need for the \$1,250,000 the Council hoped to receive from the Commission.

Considerable concern was expressed by several Commissioners at the recommendation to take 1 million dollars from the Trust Fund rather than from the Child Care Allocation, if in fact the CARES concept was approved at all. The general opinion of the Commissioners

appeared to support the need for further discussion and planning before a decision could be made.

(note: Commissioner Adubofour departed at 9:30 a.m.)

Having lost a quorum with the departure of Commissioner Adubofour, the Chair adjourned the meeting to **Thursday January 11, 2001 at 7:00 a.m. at the Public Health Auditorium (1601 E. Hazelton Avenue, Stockton)**